

Board of Zoning & Building Appeals Application



SUBMITTAL INSTRUCTIONS

Board of Zoning and Building Appeals meetings are held on the fourth Thursday of each month at 7:00 p.m. in Council Chambers at City Hall. Applications must be filed with the Building Department at least 20 days prior to the date of the Board hearing at which the request will be considered. To be processed, applications must include:

1. Completed and signed application with application fee;
2. Ten (10) sets of dimensioned site plans, building details or other drawings and information depicting the request; and
3. Narrative of the request relative to standards of approval for variances or rationale for appeal.

PROJECT INFORMATION

Location address

Parcel number

Current zoning

Appeal or variance (attach supporting documentation)

APPLICANT/AGENT INFORMATION

Name/Company

Applicant address

Applicant phone

Applicant email

PROPERTY OWNER INFORMATION

Name/Company

Property owner address

Property owner phone

Property owner email

AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature

Property owner signature

I hereby authorize the City of North Ridgeville, including Board of Zoning and Building Appeals members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of my application. The materials I have submitted depict the property lines accurately and in accordance with the plat map to the best of my knowledge. I understand that any approval granted is based upon the presumption of accuracy of these plans and that the City has no obligation to independently survey or otherwise determine the accuracy of plans, drawings or other documents. In the event a discrepancy is found to exist, I will take such action as may be needed to provide the correct information. I acknowledge and accept that the representations made in this application and at the public hearing constitute the basis for the decision by the Board. Any misrepresentations, whether knowingly made or not, may result in revocation of the Board's decision. Statements made by an applicant/agent are deemed to be statements of the owner for the purpose of the Board's decision.

OFFICE	PPZ No.	ACTION	
	Fee Paid		

Board of Zoning & Building Appeals

APPLICANT GUIDE

BOARD AUTHORITY

The Board of Zoning and Building Appeals is a five member board with the authority to make decisions associated with variance requests and appeals from the Zoning Code and Building Code. The BZBA is an administrative board that is quasi-judicial in nature. It operates more like a court than a legislative body and uses many standards and procedures similar to those associated with the courts. The Board administers oaths and hears testimony associated with cases. The Board hears both applications for variances from local ordinances and appeals from decisions of administrative officers.

APPLICATIONS, NOTICE AND APPEARANCE

Board meetings are held in Council Chambers at City Hall on the fourth Thursday of each month starting at 7:00 p.m. Complete applications must be received at least 20 days prior to a regular meeting to appear on the agenda. All materials submitted become the property of the Board. The Board is required to give public notice ten days in advance of a meeting, as well as notice to all parties in interest, including owners of adjoining properties. Applicants and owners are required to attend the hearing where their application is considered.

FEES

See the Planning and Zoning Fee Schedule for a complete list of applicable fees.

APPLICANT PRESENTATION

Applicants are expected to submit any documents or information relevant to their request with their application. Board members conduct site visits prior to the meeting. At the meeting, the applicant, owner or authorized agent (design professional, contractor, attorney, etc.) should be prepared to present the rationale for the appeal or variance and answer questions of the Board. Adjoining property owners may also give testimony. All parties presenting evidence are sworn in by the Board chair at the start of the case.

VARIANCE STANDARDS OF APPROVAL

In assembling an application and preparing for a presentation, it is helpful to know what standards the Board members apply in making their determinations. The factors below are considered by the BZBA in determining whether the applicant has met their burden to be granted a variance. It is strongly recommended applicants submit supporting documentation with their application that addresses these standards.

Standards for Area Variances

Granting of an area variance (area, size, setback, etc.) requires the existence of a *practical difficulty*. The factors (*Duncan v. Middlefield* (1986), 23 Ohio St.3d 83) to be considered and weighed include:

- Can the property yield a reasonable return or can there be any beneficial use of the property without the variance?
- Is the variance is substantial?
- Will the essential character of the neighborhood be substantially altered or will adjoining properties suffer a substantial detriment as a result of the variance?
- Will the variance adversely affect the delivery of governmental services (e.g. water, sewer, garbage)?
- Did the property owner purchase the property with knowledge of the zoning restriction?
- Can the property owner's predicament be precluded through some method other than a variance?
- Would the spirit and intent behind the zoning requirement be observed and substantial justice done by granting the variance?

Not every factor will apply to each application and no one factor is determinative of whether or not a variance will be granted.

Standards for Use Variances

A use variance allows a use of land that is not permitted in the district in which the property is located. Because this type of relief is so significant, granting of a use variance requires the existence of an *unnecessary hardship*. The applicant must demonstrate that based upon the current zoning, the property owner is deprived of all reasonable uses of the property.